HOW TO PREPARE A RECOUNT ESTIMATE

The listing of billable items can be expanded upon by the election official. The following "Worksheet" illustrates how such a listing can be used to develop an estimate of what a recount will cost. This information is usually requested before a formal request for a recount has been received. It can also be the basis for determining the amount of deposit to be made before each day's activity begins. As you will see, the first day costs are much higher than succeeding days due to the amount of time necessary to plan and prepare for the recount. However, these costs must be compensated before the process begins since it is possible that the process would be called off before the second day. When preparing this estimate, certain costs will not be known (such as the amount of work involved in researching/reviewing relevant materials or the volume of copying to be requested). As these items are decided, they can be billed to the requestor before the actual work begins.

The estimate actually provided to the public can be a summary of this worksheet and include totals only for labor costs, materials, and services, or you may choose to give a grand total without breakdowns. Some counties upon determining all of their potential costs, devise a cost estimate per number of boards. There are many methods available. Contact other election officials for details. When providing estimates it is advisable to include a disclaimer such as:

Notice: This is an estimate for basic manual/machine recount services only. Any requests for additional services will be evaluated by the election official and, if approved, will be billed to the requestor prior to providing such services.

1991 CACED quidelines

ITEM 4

BILLABLE ITEMS FOR RECOUNT

I. LABOR

ELECTION OFFICIAL AND/OR ELECTION STAFF:

Organizing/Planning/Meetings
Preparing notifications/publications
Meeting with interested parties.
Setting policy for media/examining materials/discussions
Seeking/investigating/evaluating legal issues and advice
Identifying/gathering/reviewing/preparing materials
Conducting review/research of relevant materials with observers
Setting up facility and tear-down after completion of recount
getting tables/chairs
taping floor
etc.

Recruiting/training recount boards
Preparing information packages for interested parties
Supervising recount boards during recount
Overall recount management/crowd management
Resolving challenges
Documentation/correspondence
Accounting/calculating cost of recount
Securing election material

If conducting machine recount:

Conducting Logic and Accuracy tests

Computer/cardreader operators

Computer system management

COUNTY COUNSEL - FOR CHALLENGES/ADVICE

COUNTY OVERHEAD ON SALARIES

RECOUNT BOARD SALARIES (Paid same as precinct workers/no overhead)

SECURITY PERSONNEL (Other than county staff/no overhead)

- II. FACILITIES RENTAL (If election office cannot accommodate the activity)
 TRUCKING/TRANSPORTATION (If ballots are stored "off site")
- III. MATERIALS PURCHASED/CONSUMED
- IV. OFFICE SERVICES PROVIDED

 COMPUTER TIME

 TELEGRAM/FAX CHARGES/TELEPHONES/PUBLICATION

 COPY CHARGES

 POSTAGE

COST OF RECOUNT ESTIMA WORKSHEET

	INCLUDING DAY							
			Γ		100	Hours	Salary	Cost
	Hours Salary	Cost	Hours	Salary	Lost	e ingri	1	
ABOR								
ELECTION OFFICIAL AND/OR ELECTION START.	-							
Organizing/Planning/Meetings		· .			***************************************			
Preparing notification/publication								
Meeting with interested parties		:					2 . 2 .	
Setting policy for media/examining materials/discussions								
Seeking/investigating/evaluating legal Issues and adivice								
Nentifying/athering/reviewing/preparing materials								-
Conduction review/research of relevant materials with observers								
Continue to tarilly and teaching after completion of recount							_	
Satural and service and servic								
tanion (foot	1							
Dans, istantisang recount hoards								
Recruiting/usining teaching acressed parties							-	
Preparing intornation package to manage								
Supervising recount boards uning recount					-			
Overall recount management/grown management								
Resolving challenges								
Documentation/correspondence					_			
Accounting/calculating cost of recount	+							
Securing election materials								
				7 22 2				-
							2	
If conducting machine recount:							 	-
Cooduction I note and Accuracy tests								
Committeerdreader Operators								_
Computer system management								
Culiputei ayatem maranama					1			
				1				-
					-			+
TOP CLAIT ENGEC/ADVICE					1		 -	
COUNTY COUNSEL - FOR CARLEMENT OF STATES							-	_
SHIP CALABITATION CALABIES								
COUNTY OVERHEAD DIV SALADINAS								
Propriet BOABO SALABIES (Paid same as precinct workers/ho overhead)								_
MECULIA BUSHING SOLD THE WILL WITH THE WILL WITH THE WILL WITH THE								_
SECTION DEPENDINE (Other than County staffing overhead)				_	-			
			(A. 100 A. 100 A	State	San Green and	ASK REASING	· · · · · · · · · · · · · · · · · · ·	(A) 11 (A)

	NOR TO &		
	INCLUDING DAY 1	DAY2 DA	DAY3
II. FACILITIES RENTAL (If election office cannot accommodate)	•		
TRUCKING/TRANSPORATION (If ballots are stored "off site")			
THE REPORT OF ALL PROPERTY OF A SECOND PROPERTY OF			
III. MATERIALS PURCHASED/CONSUMED			

AND AN AND AND SUBSTICATION OF A STATE OF STATE			
IV, OFFICE SERVICES PROVIDED			
COMPLITER TIME			
TELEGRAM/FAX CHARGES/TELEPHONES/PUBLICATIONS			
COPY CHARGES			
POSTAGE			
			•
	•		
FOR THE SUBITOTAL			
TOTALS, PER DAY			

TOTAL RECOUNT COST \$_